



November 2006
FLSA: NON-EXEMPT

FACILITIES MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, performs a wide variety of skilled technical building maintenance, repair and installation tasks involving carpentry, plumbing, and mechanical trades to improve, maintain and renovate City buildings and facilities; provides technical support to the Public Works Department; and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class in the facilities maintenance series that is specialized in one or more building trades, including carpentry, plumbing, and/or mechanical work. Responsibilities include performing difficult and specialized electrical maintenance and repair operations, as well as some line construction work in connection with lighting equipment. This class is distinguished from the Facilities Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in facilities maintenance operations.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides carpentry and building services for City facilities; reads blueprints; creates specifications and job standards for small contracts; prepares cost estimates for new construction; monitors contractor work.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, cleans grease traps, and flushes sewer lines; installs, maintains and repairs drains, water lines, hot water heaters and garbage disposals.
- Provides locksmith duties for City facilities, including checking and repairing door locks, paddle locks, and panic hardware, and providing re-keying services.
- Plans, schedules, and prioritizes assigned maintenance, repair and custodial work in consultation with Facilities Maintenance Supervisor; communicates status of projects to appropriate personnel in other City departments and divisions as necessary.
- Provides preventive maintenance of facility equipment, including changing air filters on heating and air systems, servicing fire extinguishers, and performing other related duties.
- Coordinates with suppliers and co-workers to complete quality work projects with the appropriate materials.
- Trains temporary and part time employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Orders needed supplies; ensures maintenance of an adequate inventory to accomplish assigned jobs.

- Inspects structures; recommends special work required or necessary facility maintenance; obtains estimates for required services and materials as directed; assists Facilities Maintenance Supervisor in evaluating vendors.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing and installing buildings and facilities, including carpentry, plumbing, painting, masonry mechanical and electrical work.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of City buildings and facilities.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, and construction work.
- Read and understand blueprints, construction drawings, and schematics.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establish safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintain established quality control standards.
- Practice safe work habits; train others in proper and safe work procedures.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on City approved projects.
- Maintain records and prepare work and time reports in building and facility maintenance areas.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in plumbing, carpentry, and facility maintenance.

License:

- Valid California class C driver's license with satisfactory driving record.
- Apprenticeship and Journeyman in carpentry, plumbing, and some electrical.
- Other certification(s) specific to functional area of assignment may be required.

PHYSICAL DEMANDS

Must possess mobility to work in various City buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; color vision to identify electrical wires, pipes, engine and motor parts etc., and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.